

5/15/02

SUBJ: Flight Inspection Schedule Coordination

1. **PURPOSE.** This order details the procedures for coordinating flight inspection activities within the Air Traffic Services organization.
2. **DISTRIBUTION.** This order is distributed to the director level in Washington headquarters, regions, and centers; to the division level in regional Air Traffic and Airway Facilities; and limited distribution to all Air Traffic and Airway Facilities field offices and facilities.
3. **CANCELLATION.** FAA Order 8240.51, Flight Inspection Schedule Coordination, dated February 26, 1998, is canceled.
4. **BACKGROUND.** Aviation System Standards (AVN) restructured the flight inspection scheduling, coordination, and dispatching function into three branches. The Flight Inspection Central Operations (FICO) office in Oklahoma City, Oklahoma, is responsible for all flight inspection activities in the 48 contiguous states. The International Flight Inspection Central Operations (IFICO) is responsible for flight inspection missions in Hawaii and all international locations, while Alaska Flight Inspection Field Office (ANC FIFO) maintains responsibility for flight inspection scheduling and coordination in Alaska. As a result of restructuring this activity, it is apparent that a standardized, national procedure for coordinating flight inspection activities is required. The goal and intent of a national procedure is to identify responsibilities and proper channels of communication, align the flight inspection mission with the Air Traffic Services reorganization and strategic plan, and improve the effectiveness and efficiency of flight inspection services. This effort should enhance the partnership between the service provider and customers and improve services to National Airspace System (NAS) users.
5. **EXPLANATION OF CHANGES.** This order reflects new structure of responsibility for flight inspection activities. References to FICO changed to "appropriate AVN operations office". Designation of AVN field units changed to FIFO. Airway Facilities Control Center (AFCC) added.
6. **RELATED PUBLICATIONS.** FAA Order 8240.32, Request for Flight Inspection Services, contains electronic addresses and FAX numbers for contacting the appropriate AVN operations office.
7. **DEFINITIONS.**
 - a. **AFCC** - Airway Facilities Control Center. Airway Facility focal point for scheduling and coordinating flight inspection activities.
 - b. **Air Traffic Tactical Operations (ATT-100)** - Air Traffic (AT) division located at the ATSCC.
 - c. **Appropriate AVN Operations Office** - For domestic operations, this is the Flight Inspection Central Operations Office (FICO), for international operations, the International Flight Inspection Central Operations Office (IFICO), and for Alaska, this is the Anchorage Flight Inspection Field Office (ANC FIFO).

d. **ATCSCC** - Air Traffic Control System Command Center. Functions as the National Tactical Command Center for AT, the National Operations Control Center (NOCC) for Airway Facilities (AF), and a national liaison for flight inspection.

e. **AVNLO** - AVN Liaison Office. National focal point for flight inspection services, collocated with the ATCSCC.

f. **FICO** - Flight Inspection Central Operations. AVN focal point for scheduling and coordinating flight inspection activities within the 48 contiguous states.

g. **IFICO** - International Flight Inspection Central Operations. AVN focal point for scheduling and coordinating flight inspection activities for Hawaii, Samoa, Wake, Guam, Puerto Rico, and the U.S. Virgin Islands, as well as all international locations.

h. **ANC FIFO**. Anchorage Flight Inspection Field Office. AVN focal point for scheduling and coordinating flight inspection activities within Alaska.

i. **FIFO** - Flight Inspection Field Office. AVN field units that perform flight inspection missions.

j. **NOCC** - National Operations Control Center. National focal point for AF operations, located at the ATCSCC.

k. **Spectrum Policy and Management Liaison Office (ASR-100)**. National focal point for RFI investigations and coordination of flight inspections relating to RFI, collocated with the ATCSCC.

8. PROCEDURES AND RESPONSIBILITIES.

a. Air Traffic Division Managers shall designate an AT focal point within each hub or air traffic facility and submit the name and telephone number to the appropriate AVN operations office and ATCSCC.

b. The AVN National Liaison Office shall notify the ATCSCC of dates and times for all flight inspection activities at "High Impact" Airports and all scheduling changes.

c. The responsible AFCC shall be the AF focal point for all Federal and non-Federal ground facilities requiring flight inspections. The AFCC shall prioritize requests and notify the appropriate AVN operations office for scheduling. This does not preclude direct communications with appropriate personnel in the exchange of technical information when necessary.

d. The appropriate AVN operations office shall begin routine coordination as soon as a requirement is known. The appropriate AVN operations office shall contact the designated AT focal point to coordinate available time slots for flight inspection. When ground support is required, the appropriate AVN operations office shall also contact the responsible AFCC to coordinate and schedule flight inspection dates and times. The AFCC shall contact the appropriate local AF organization to schedule the appropriate ground support.

e. The appropriate AVN operations office shall complete coordination and scheduling the Thursday prior to the following week's flight inspection itinerary.

f. The designated AT focal point shall communicate the coordinated time slots with the appropriate ATC personnel who will support, and be affected by, the flight inspection schedule. The responsible AFCC shall ensure that the local system specialist coordinates any required scheduled outages that are necessary to support flight inspection with the appropriate ATC facility.

When ground support cannot be provided, the AFCC shall notify the appropriate AVN operations office and coordinate an alternate date and/or time.

g. The appropriate AVN operations office shall prepare and distribute the weekly itinerary, after all coordination agreements are completed. The distribution shall include the responsible AFCC, the AVNLO, and appropriate Air Traffic organizations. The appropriate AVN operations office shall contact the appropriate AFCC to confirm flight inspections that are scheduled outside the normal duty days. The AVNLO shall, in turn, disseminate the weekly itinerary to the NOCC and ATT-100.

h. The flight inspection crew, when onsite, shall coordinate with ATC for current status, required flight maneuvers, flight time required, local traffic update, etc., and shall also coordinate with the AF system specialist for required ground support.

i. The appropriate AVN operations office shall immediately notify the appropriate AFCC and designated AT focal point of any changes in itinerary impacting AF ground maintenance personnel and/or ATC workload. The AFCC and AT focal point shall in turn notify appropriate personnel of the changes.

j. The appropriate AVN operations office shall report to the AVNLO and the appropriate AFCC any significant loss of services or any significant event having a direct impact on the performance of the NAS. The AVNLO shall inform the NOCC and ATT-100 of the situation.

k. Routine coordination and planning will take place directly with the appropriate AVN operations office. Inquiries or concerns pertaining to flight inspection services on a national level will be directed to the AVNLO.

l. The ATCSCC shall perform the necessary coordination to resolve issues related to, and the establishment of, national priorities.

9. INFORMATION UPDATE. Any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this order should be noted on FAA Form 1320-19, Directive Feedback Information. If an interpretation is needed, call the originating office for guidance; however, you should also use FAA Form 1320-19 as a follow-up to the verbal conversation.

/s/ Peter H. Challan for

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